

**MEMORANDUM OF UNDERSTANDING
INVOLVING THE COLLABORATION OF
BENNINGTON DOC AND
SEALL, INC. 206 PROGRAM**

DEMOGRAPHIC INFORMATION -

All clients will be selected by Bennington DOC for consideration at 206 Depot. All residents will be approved by SEALL prior to placement. Priority is given to Conditional Reentry (CR) or parole offenders (those reintegrating the community from a period of incarceration). Any individuals with violent or sex offenses will be cased staffed with SEALL staff prior to admission. The demographic criteria are males who are above the age of 18. 5 Beds will be available at 206 Depot St. and 5 beds available in a designated transitional apartments

PROGRAM SPECIFICS

SEALL employees will provide intensive housing and support services to offenders emerging from facilities or those who are precariously housed in the community. Services will include housing search and retention, vocational coaching, service coordination, life skill development, budgeting expertise, and information and referral. Services may begin while the potential participants are still incarcerated.

SEALL Inc. is responsible for paying utilities and supplying any/all furniture in the rooms and apartments, as well as providing a resident manager. SEALL will notify DOC if the resident manager will be away from the residence for 2 hours. Residents are responsible for food, bedding, medical care and personal needs.

DOCUMENTATION -

DOC will provide SEALL with an ID Facesheet as well as a current picture of each resident when they enter the unit. This picture and Facesheet will be returned to DOC upon the resident's final departure of the program. DOC is responsible for contacting SEALL via email or phone when a resident first enters into the unit as well as when a resident returns to a facility and will not be in the unit that night.

SEALL is responsible for entering and removing each unit resident into the computer database using Service Point. DOC will provide software and associated trainings.

MAINTENANCE –

SEALL is responsible for all grounds work on the premises.

SEALL is responsible for making sure that all smoke detectors are in proper working order, as well as fire extinguishers. Safety plans/exit plans are to be posted in each unit.

SEALL will notify DOC of any damages in a timely manner, as well as supply an invoice to DOC for the amount of the damages. After the invoice is supplied to DOC, DOC will issue a sanction to the resident to hold the offender responsible. A copy of the sanction will also be given to SEALL so that SEALL can notify DOC when/if the restitution is not paid. DOC is responsible for obtaining when necessary, modification of release conditions to include restitution to SEALL for applicable damages. SEALL agrees to minimally check the units once a week to inspect for any new damages. Residents are responsible to pay for any repairs that go above and beyond "normal wear and tear" of the units. SEALL is responsible, upon payment, for making any and all apartment repairs in a timely manner. Residents will notify SEALL as soon as an issue arises for repair and SEALL will repair such issues within one week if at all possible.

The residents shall be responsible for damages they incur and are responsible for the general upkeep of the unit. SEALL is responsible for collecting the money needed from residents to repair the damages. If the resident is incarcerated for a violation or new crime for 90 days or more, DOC shall be responsible for applicable damages. DOC will notify SEALL about any violations and returns to incarceration within one business day. DOC and SEALL will meet near the end of each grant cycle to resolve any outstanding issues and to repay damages.

The resident manager is responsible for ensuring that the resident identifies a family member or other person to pick up their property in the event they should be terminated from the residential program and/or are returned to facility for extended period of time. After 30 days SEALL is no longer responsible for resident property and has the discretion to dispose of such property.

SUPERVISION –

The SEALL employees will work in tandem with the DOC staff to ensure service coordination and a coordinated approach for residents (offenders). The case manager will make home visits to the offenders' residences to assess function, and will report any legal, health or safety-related infractions of the client agreement to DOC, such as unauthorized visitors, substance abuse, etc

SEALL employees will check for physical bodies of each resident as well as for any unauthorized visitors in other areas, such as bedroom closets. SEALL resident manager will coordinate recreational activities (as approved by DOC) and house meetings, enforce house rules (attached), and have oversight of unit maintenance. Resident manager and DOC will determine rent payment plan according to resident income, Offender Responsibility Plan, and house rules to comply with the graduated rent payments.

Health and safety issues will be reported immediately to both DOC and SEALL as events occur. SEALL agrees to contact DOC when an individual is missing from the apartment within 30 minutes of discovery or when an incident occurs. SEALL will call DOC CCO's until the hour of 2400. After such time, or if no contact can be made, SEALL will then call the DOC Casework Supervisors when events/issues arise.

In the event that a resident runs away or fails to return from scheduled passes the following procedures will be followed:

Within 1 hour the resident's probation officer will be called, and the CO's on duty will be called up until 2400. If event is after 2400, Jessica DeLorenzo will be notified. Other appropriate persons and agencies shall also be notified as soon as it is determined that a resident has run away.

DOC will follow its prescribed practice for a missing offender and in most cases assume the responsibility of completing the following tasks. There may be instances where program staff may be of assistance.

1. The Bennington Police Department by phone, ask that a BOL (be on the lookout) be issued. If the run away occurs in another place the police department in that area must be notified. As soon as possible the staff member must file a runaway report with the appropriate police department, which will then issue a GBC.
2. Referring agencies' worker or on-call person.
3. When and if the resident is picked up or turns himself in, the staff member on duty must notify all of the above.
4. Staff on duty must remember that their first priority is the residents who have not run away. If possible, and if it makes program sense, the staff on duty or on-call should help search for the resident or residents.
5. If a resident commits a crime while on run away, he is automatically suspended from the program. A case staffing (DOC and BROCC) will be done to determine future program status.

SEALL agrees to have a law-enforcement drug search dog go through the DOC units with proper notification. SEALL also acknowledges that no one under the age of 18 is allowed in the units and if this does occur, will immediately notify DOC staff. No resident visitors are allowed at the house without DOC approval.

SEALL and DOC will meet biweekly to review this MOU and any other items. Upon agreement by both parties, such meetings shall be conducted monthly. Amendments may be made at any time upon agreement by both parties. SEALL understands that the DOC furlough agreement is the primary legal document and must be in accord with all house rules. SEALL staff agrees to disclose the furlough agreement infractions or resident threats of bodily harm to DOC.

FUNDING

Any unexpected offender placement funds that SEALL administers on behalf of DOC clients shall be returned to DOC at the end of the grant period, unless a mutually negotiated subsequent usage plan has been determined by both parties.

John Winchester, Program Director SEALL Inc. Date

David Miner, Bennington P&P District Manager Date